

T-1940

POSITION DESCRIPTION  
CHIEF, BRANCH OF INVESTMENTS

GENERAL RESPONSIBILITIES

Under the general administrative direction of the Director, Office of Trust Responsibilities, is the Senior Investment Officer for the Bureau of Indian Affairs and is responsible for the developing, administering, directing, controlling, monitoring, and evaluating investment programs for all surplus tribal and individual Indian trust funds for which the BIA is the trustee, covering the investment of funds currently in excess of <sup>\$ 1.4</sup>~~\$1.2~~ billion dollars for <sup>258</sup>~~240~~ tribes and <sup>230,000</sup>~~200,000~~ individual Indians, nationwide. Assures that a maximum of Treasury funds available for investment are placed in accord with the law in a manner which will generate the maximum return on investment, while taking account of tribal and individual Indian needs for available funds; develops and implements procedures for the proper safeguarding, accounting and reporting of investments and related transactions. Develops and provides technical guidance and training programs to Area, Agency and tribal officials regarding investment programs. Consults frequently with Area and tribal officials in the development of financial and related investment programs which will increase earnings to individual tribes. Maintains contact with the Treasury Department in regard to Branch investment functions.

AIRR  
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Performance Evaluation

No date Watermark 1980

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## SPECIFIC DUTIES

Directs subordinate staff in the regular investment and reinvestment of tribal trust and other funds in private financial institutions through the purchase of Certificates of Deposit; assures that investment instructions from tribes are adhered to, that time-staggering investments guard against tribes being faced with unforeseen cash requirements requiring marketing of securities prior to maturity with resulting losses, and that adequate controls are maintained on collateral requirements. Reviews and signs documents related to the solicitation of bids and transfer of securities and funds. Directs the development of investment procedures which provide for more timely and efficient processing.

Directs Branch personnel engaged in: analysis of government securities and agency issues and recommendation of investment alternatives which will assure highest rate of return; analysis and evaluation of banks utilized for placement of funds; review of uninvested Treasury funds and other surplus cash and recommendation about placement of such funds; consultation with Area Offices about investment of surplus funds and investment alternatives which will assure highest rate of return while taking account of liquidity needs; conduct of training programs for Area and Agency Offices and tribes; and advising tribes about financial and investment programs.

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Directs the accounting for and periodic reporting of investment transactions and disbursements made by the Branch, including: the preparation of all accounting input data, calculation of interest amounts (over \$100 million per year), and report reconciliation and distribution; and maintenance of procedures for transfer and safeguarding of funds and securities related to Branch investment transactions. Directs the development of improved accounting and reporting systems and controls for internal operations and disbursement of funds.

Identifies needs for overall technical guidance and related training among Area Offices, Agency Offices, and tribes regarding such matters as: Branch operation and services; responsibilities of Area Offices for investment services; procedures for purchase of government securities and agency issues, SBA loans and Certificates of Deposit; methods of computing interest; and content and use of investment and statistical reports. Visits Area and Agency Offices to identify specific problems and needs. Develops the specific content of technical memoranda and training programs, including charts and narrative material which responds to needs for identified information and interpretation of applicable policies, standards and procedures.

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Conducts frequent training sessions and programs with Superintendents, Investment Coordinators, Tribal Councils and other officials at Area Offices, Agency Offices and Indian Reservations, to provide technical guidance and information on services offered by the Branch of Investments. Determines specific needs of individual Area Offices and tribes based upon direct contact or information supplied by Branch personnel, selects material to be presented, and schedules sessions.

Meets frequently with Tribal Councils and officials, including Business Managers, at tribal locations, to investigate and discuss specific individual tribal business and financial plans, with particular emphasis upon development of near and far term cash flow and cash requirements. Discusses amounts of funds available and cash requirements and, in conjunction with officials, develops specific long-term schedules for investment of funds which will assure the generation of maximum interest while providing for cash needs.

Establishes and maintains overall liaison with the Treasury Department in regard to all applicable Branch transactions and information needs. Maintains contact with the Operations Division regarding investment in government securities or agency issues,

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with the Domestic Banking Division concerning collateral matters, and with the Reconciliation Division about reconciliation of maturing deposits. Responds to and resolves major issues in order to maintain effective relationships.

Determines and arranges for the daily purchase or redemption of government securities and agency issues which will assure the highest yields, maturity distribution, and proper liquidity, after reviewing Branch staff analysis and recommendations on investment alternatives and surplus cash needs.

Contacts brokers and investment counsellors to secure current information on terms and to place orders for SBA and FmHA loans.

Periodically contacts officials of Area Offices to discuss and advise on investment of funds held by Treasury. Periodically reviews analysis of financial conditions of banks and recommendations on their use; determines which banks will be dropped or newly included in solicitation of bids for CDs.

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#### FACTORS

1. Knowledge required by the Position:

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Directs the formulation of guidelines to determine feasibility of private investment plans ~~to~~ submitted by tribes for withdrawal of trust funds for private investments. ~~That~~ Each investment plan must be evaluated as to soundness of investment ~~criteria~~ from the standpoint of minimizing the potential loss to the tribe. The objective of the tribe must be evaluated to ascertain that the investment plan will fulfill the tribes requirements as to the income producing potential, ~~and~~ and at the same time provide a reasonable amount of safety ~~and~~ to the corpus of the fund.

Directs the

A broad professional knowledge of the theories, concepts, principles and practices of finance, economics, accounting, and related legalities as they apply to the development, conduct, and supervision of programs for investment, analysis, and determination of investment alternatives, the technical guidance, consultation, and training of Area, Agency and tribal officials, and related accounting and reporting.

Comprehensive knowledge of the principles and practices, of investment banking, procedures, organization, and operation of commercial banks and savings and loans and the ability to guide the negotiation and placement of funds in such institutions with maximum return on investment and safety. It is necessary to know the economic expectation regarding interest rates in order to make the proper decision in buying and selling securities.

Knowledge of the operation of the Federal Reserve System and the Treasury Department in regard to provision of funds, offering of securities and agency issues, transfer of funds, and collateral arrangements; knowledge and understanding of financial and economic

status and trends and the ability to apply such knowledge in arranging investments in government securities and agency issues.

Knowledge of overall BIA organization, operation, and investment program requirements and specific Area Office and Agency Office practices, organization, and operation and the ability to formulate and present technical guidance and training about investment programs in keeping with requirements which will benefit these Offices in serving tribes' financial and investment needs.

Thorough knowledge of the relationship between the Federal Government, specifically BIA, and tribes, and responsibility for service to tribes regarding financial and investment services. Knowledge of specific tribal operations and financial programs and the ability to advise on the development of cash needs and related investment programs which will best serve individual tribes.

Knowledge of the structure, policies, procedures, and operating details of the accounting system and data processing services for the Branch of Investments.

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Thorough knowledge of investment opportunities for private investments. Knowledge of proper mix of various investment alternatives that will minimize the risk of loss to the ~~corpus~~ corpus of the fund, and at the same time maximize income.

Skill in developing and directing the development of new investment programs and forms of analysis which will at once provide maximum protection of principal, return on investment, and appropriateness of immediately available cash.

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2. Supervisory Controls:

The Director, Office of Trust Responsibilities, provides administrative direction in terms of broadly defined functions to be performed; the employee recommends and receives approval on overall objectives to be achieved by the Branch of Investments, such as overall investment patterns and yields to be obtained. The employee has the responsibility and broad leeway to independently plan, develop, institute, and conduct and supervise various aspects of the investment programs, within constraints established by legal guidelines. The work performed is considered technically authoritative and is usually accepted without change.

3. Guidelines:

Written guidelines include the Bureau Manual, Code of Federal Regulations, Comptroller General Decisions, U. S.

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Code of Laws, U. S. Statutes, and Bureau, Treasury and GAO Memoranda. The employee must use considerable judgment and ingenuity in interpreting the guides, in developing procedures, and recommending policy and practice statements for the Branch of Investments and for related functions performed by the Area Offices, Agency Offices, and tribes, and in carrying out approved policies.

4. Complexity:

The work involves the development, conduct and administration of investment programs for tribal and individual Indian trust funds amounting to \$1.2 billion for 240 tribes and 200,000 individual Indians, nationwide, and includes: investment of various kinds of funds in the most profitable manner of private and governmental securities; complete and accurate accounting, safeguarding, and reporting on investments and disbursements; technical guidance and training of Area, Agency, and tribal officials; and consultation with individual tribes. Considers such factors as constantly changing economic and investment market conditions and trends, different and unusual individual tribal financial and investment needs, and new technologies related to processing of investment transactions. The work requires development of new techniques and standards for placement

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of investments (within legal constraints), analysis and evaluation of market conditions and investment alternatives, provision of financial and investment consultation, and technical guidance and training to a broad and diverse audience.

5. Scope and Effect:

The conduct and administration of: economic analysis and investment of tribal and individual Indian funds affects the safekeeping of principal amounts, the generation of, maximum interest, disbursement of funds, and assurance of appropriate liquidity for almost every recognized tribe and many individual Indians, nationwide; consultation with individual tribes affects the appropriateness of their financial planning and investment decisions; and provision of technical guidance and training to Area Office Investment Coordinators, and other officials affects the provision of their investment services to tribes, nationwide.

6. Contacts:

Contacts are with officials of the Treasury Department, Federal Reserve Systems, and the financial community,

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including banks, savings and loans, credit unions, stock-brokers, and investment firms, nationwide. Frequent visits are made with Area Office, Agency Office, and tribal officials, at their locations, nationwide.

7. Purpose of Contacts:

Contacts are for the purpose of maintaining positive interagency relationships and communication, finalizing transactions, transferring large amounts of money, and provision of financial and investment expertise, training, and consultation. Persuasion of and negotiation with Area Office Superintendents and Investment Coordinators is necessary to obtain cooperation and support of Area Offices in attention to the provision of financial and investment services conflicting with other Area Office objectives.

8. Physical Demands:

Work is of a sedentary nature, and no special physical demands are required to perform the work. Considerable travel by auto or commercial airline is required.

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9. Work Environment:

The work is performed in an office setting and at Area Offices, Agency Offices, and tribal locations and involves no unusual risks or discomforts.

SUPERVISORY RESPONSIBILITIES

1. Supervision Exercised:

Exercises direct supervision over:

Chief, Investments Unit #K4352 GS 13

General Accounting Specialist #K4354 GS 9

Secretary #K4356 GS 5

Exercises direct supervision over:

#K4351, #K4353, #K4355, and #K4357

Exercises technical supervision over:

Twelve Area Investment Coordinators ranging  
in grades from GS 7 to GS 14.

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Type of work supervised is described in the first three items under Specific Duties (see second section of this description).

2. Nature and Extent of Supervisory Responsibility:

Plans and recommends functions, organization structure, individual position responsibilities, and staffing levels for the Branch, based upon an analysis of work levels, technical and service requirements, and available funds; recommends major changes in work plans and operations reflecting changed work levels or requirements and institutes approved plans. Plans and administers overall, long-range schedules, priorities, and deadlines and coordinates schedules among subordinate investment and accounting units and with Treasury, private financial institutions, and Area Offices, Agency Offices, and tribes.

Assigns employees to positions based upon employee qualifications and difficulty of assignments. Informs employees of Branch objectives, policies, operations, technical issues, and individual assignments and reviews overall work output to assure compliance with Branch objectives and legal requirements.

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Selects and appoints Branch employees, evaluates or directs the evaluation of employee performance, and prepares formal requests and recommendation for filling vacancies, promotion, reassignment, or other status changes. Reviews and resolves grievances and takes or proposes disciplinary action as warranted. Formulates training programs on financial and investment matters, based upon identification of employee needs and directs the conduct of such training for Branch employees.

Assumes full and final administrative and technical responsibility for the work performed by all Branch personnel. Examines and resolves exceptional technical issues for which precedents do not exist.

### 3. Managerial Aspects:

Determines recommended program goals, periodically evaluates program goals and objectives, and engages in long-range planning in regard to changes in functions and programs.



Investigates and recommends specific changes in organization structure and delegated authority and determines methods for improving coordination among subordinate units and the Area Offices, Agency Offices, and tribes served.

Directs the investigation of and determines the institution of improved methods and procedures for more effectively and efficiently processing substantial numbers of bids, responding to individual tribal needs for investment consultation and provision of technical guidance to Area Offices.

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